

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 16, 2013 at 5:15 p.m.** at the **Brown County Weyers-Hilliard Branch Library, 2680 Riverview Drive, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: CARLA BUBOLTZ, DON CARMICHAEL, and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:20 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by P. Williams, seconded by T. Watermolen, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by P. Williams, seconded by T. Watermolen, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one from the public was present. L. Stainbrook introduced branch supervisor Eileen Below. Eileen commented that Weyers-Hilliard is a very busy branch with wonderful staff and patrons. The recent improvements are very exciting and have been well received. The new floor plan is working pretty well and minor adjustments are being made to further refine it. The check-out stations are well used. Story time continues to have a large attendance. Parking has not been an issue - even with programs scheduled close together. With many patrons owning laptops, the current supply of library computers is sufficient. If a bus route to the area is introduced library and computer traffic may likely increase.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

T. Nixon synthesized the comments of the task force members, as well as ideas and questions to be presented at the next meeting on May 20. The mission statement of the task force is, "To provide a recommendation to the Brown County Board on whether it should invest funds in further study of combining Brown County's Museum and Central Library into a downtown Green Bay cultural campus."

There are several considerations including physical constraints, structural barriers and the option to create the cultural campus on the current library site.

STRATEGIC PLANNING DISCUSSION

It was agreed that the mission should be on all printed materials. The library is committed to literacy, partnerships, education for adults, computer technology, genealogy (interest in genealogy has surged among baby boomers) and more. K. Pletcher noted that the library is THE source for local history in this community.

L. Stainbrook reported that staff is discussing meeting the needs of the community and have started reviewing Garry Golden's recent presentation with an aim to draft goals and objectives/tactics. Once drafted, L. Stainbrook will review with K. Pletcher who will see how it correlates with the strategic plan.

Bob Nielson noted that a City of Green Bay citizens' steering committee will be exploring a 10-15 year vision for city land use, redevelopment connectivity, transportation, parking and more may be of relevance to the library - particularly in relation to the co-location proposal.

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Stainbrook commented that the new PC reservation system (ALPS) project slowed down due to the company's assignment of a new project manager but L. Denault and F. Beaumier are keeping it on track. L. Stainbrook, L. Hoffman, S. Lagerman, L. Denault and F. Beaumier, along with I.S. staff, attended an online demo of digital signage the county is considering. It was well received and installation and implementation of the equipment, funded by the Friends, at the Central Library should take place sometime this year. T. Watermolen asked about the status of the UWGB computers. Staff is pushing for installation at far-reaching branches. It would have been ideal to have this project completed before the Summer Reading Program begins but is not likely. Cost of services, services received and their expediency were discussed. K. Pletcher may schedule a meeting with Dave Hjalmsquist, I.S. Director, to discuss the library's concerns and how to best move technology and related projects forward.

b. Financial Manager's report, bills and donations

The April 2013 financial reports were distributed. Motion by T. Watermolen, seconded by C. Wagner, to approve the April, 2013 financial reports. Motion carried. Motion by T. Watermolen, seconded by C. Wagner, to approve the April, 2013 donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
April 2013**

Gifts & Donations

04/04/13	Raymond & Sondra Jordan - In Memory of Elaine Hendricks	15.00	Kress Materials
04/04/13	Mr. & Mrs. Jack LaDuke - In Memory of Elaine Hendricks	10.00	Kress Materials
04/04/13	Denmark Lions Club	500.00	Denmark Summer Reading Prog.
04/04/13	Friends of the Brown County Library	959.79	Every Child Ready to Read
04/04/13	Friends of the Brown County Library	1,837.95	Furniture & Supplies
04/11/13	Christopher Froelich - In Memory of Charlie Johnson	1,000.00	Denmark Materials
04/11/13	Ashwaubenon Lioness	300.00	Large Print/Books on CD
04/18/13	Anastasia Schmidt	100.00	Books on CD
04/18/13	Brown County United Way	85.65	Adult Fiction Materials
04/25/13	Focus On Energy	3,906.38	Kress Energy Incentives
04/25/13	Focus On Energy	2,049.26	Weyers-Hilliard Energy Incentives
04/01/13	Ashwaubenon	17.60	Donation Box
04/01/13	Bookmobile	12.00	Donation Box
04/01/13	East	54.43	Donation Box
04/01/13	Weyers/Hilliard	33.45	Donation Box
04/01/13	Central Circulation	21.08	Donation Box
04/01/13	Kress	8.18	Donation Box
04/01/13	Pulaski	9.00	Donation Box
04/01/13	Southwest	13.38	Donation Box
04/01/13	Wrightstown	15.55	Donation Box
Total Donations		\$ 10,948.70	

Federal & State Grants

04/30/13	Nicolet Federated Library System	\$ 465.63	Collection Development
Total Grants		\$ 465.63	

Motion carried.

There were no bills out of the ordinary.

c. Personnel

Linda Damro, long-time Pulaski staff, is retiring and an internal candidate is filling that vacancy. The Maintenance Mechanic posting closed at midnight. There are several impressive, experienced candidates. Other open positions are being filled.

K. Pletcher, L. Stainbrook and V. Van Vonderen met to talk about employee compensation. The County is conducting a compensation comparison study. The Board is interested in how library compensation compares – is it behind or ahead of the market?

d. Facilities Report

1. Approve low bid on Central Library lighting project The accepted bid was from Electrical Contracting Plus in the amount of \$17,514. Motion by T. Watermolen, seconded by P. Williams, to approve the low bid for the Central Library lighting project. Motion carried.

2. Central Library Plaza Demolition and Plan L. Stainbrook distributed the children's garden plan and explained the history behind the idea and noted that a children's vegetable garden and food literacy has great educational potential. Children's staff contacted nearby agencies that do school-age programming and confirmed that there is interest in adopting a garden bed. The garden plan was drawn up by Vijai Pandian (UW-Extension). The garden would be gated and staff controlled. Estimated costs near

\$35,000. This summer would be a prep summer – to tear out heaved concrete (which was part of the Public Works Plan), and erect a temporary fence. The garden appropriately fits the library's mission and commitment to sustainable programming as well as addressing a problem area. It is one strategy to combat behavior problems. Outside funding will be sought to support this project.

The garden concept will be presented to the Friends of the Brown County Library and other possible donors. The idea will be presented as well to Ed & Rec for their input. Capturing this space as a garden supports the library's educational mission and will turn a detrimental area into an aesthetically pleasing and beneficial one.

Motion by P. Williams, seconded by T. Nixon, to investigate community support for the children's garden and return findings to the Library Board. **Motion carried.**

3. Born Learning Trail The Born Learning Trail is a project of United Way's Emerging Leaders. The interactive and playful games on signs are valuable tools for early learning. A learning trail will be installed in the Central Library's north garden and will also include indoor activities. **Motion** by C. Wagner, seconded by T. Watermolen, to accept the installation of the Born Learning Trail. **Motion carried.**

C. Beyler reported that a mechanical malfunction of a 40 year-old fan motor pushed smoke into the library. The unit was replaced for under \$2000.

Public Works finished the installation of the third floor condenser unit. Public Works is in the process of signing the contract for the elevator upgrade and is confident in the selection of Schindler. Language was written into the contract including penalties for every day elevator is down and ability to access the controller. A timeline has not yet been received. Doug Marsh, (Public Works) is managing the project.

The main disconnect project will be scheduled after 2 p.m. on a Saturday through Sunday with normal hours resuming on Monday. Since all power will be completely shut down, generators will be brought in to power library equipment that is required to run.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No meeting until June. Corrie Campbell was appointed to the NFLS Board.

OLD BUSINESS

a. Adjacent County Reimbursement The Corporation Counsel response was forwarded to the Board. L. Stainbrook met with Rick Krumweide (OWLS Director) and gave him the 2013 bill. He is under the assumption that Outagamie County will pay it. L. Stainbrook wrote a letter indicating the unpaid 2012 bill would be turned over to the county attorney.

b. Behavior issues at the Library

1. Approve changes in library policies regarding smoking on library grounds; food and drink; and behavior banning and appeal process T. Nixon recommended that Corp. Counsel review the policy. **Motion** by P. Williams, seconded by T. Nixon, to approve changes in library policies regarding smoking on library grounds; food and drink; and behavior banning and appeal process subject to Corp. Counsel review. **Motion carried.**

It was suggested that the wording on library card applications and cards expressly state that by signing card, applicant is agreeing to abide by library policies.

The appeal process will be required to be written and received within 30 days of ban.

In discussing Central Library security, it was noted that Community Service Interns (CSIs) are coming in to library on a regular basis. The Sheriff's Department recommended a security coordinator. It was wondered if funding for this could be a supplement to the county budget supplement.

c. Approve Staff out-of-State Travel Arrangements are being made for some staff to go to a Gurnee, Illinois library to look at their Technical Services department layout. As far as it is known, there is no other library in-state that has similar schematics. **Motion** by T. Nixon, seconded by T. Watermolen to approve out-of-state travel for staff. **Motion carried.**

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

L. Stainbrook received a call from Pulaski regarding the village building which houses the library. The village is still interested in donating the building to the library. An assessment will be sent for review. At present, the library only pays for rent and electricity.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Used Book Sales at the branches are run by the Friends' volunteers. An ongoing sale is not conducted at the Central Library because the potential income, in addition to the income generated at the semi-annual sales, would likely put the Friends over the allowable threshold resulting in a required payment of sales tax.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Nixon, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:20 p.m.

NEXT REGULAR MEETING

June 20, 2013

Pulaski Branch Library

222 W. Pulaski Street, Pulaski

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary